

Superfund

APPENDIX A

Documents Generally Included in the Administrative Record for a Removal Action

Document	Included	N/A
Index		
Action Memorandum <i>FISE CURRENTLY Being Processed</i>		
Amended Action Memorandum (i.e., exception memorandum)		
Engineering Evaluation/Cost Analysis (EE/CA) for non-time-critical removal actions		
EE/CA Approval Memorandum		
Preliminary Assessment (PA)		
Site Investigation (SI) Report		
Sampling and Analysis Plan		
Sampling data		
Chain of Custody forms		
Memoranda on site-specific or issue-specific policy decisions		
Inspection reports		
Data summary sheets		
Technical studies performed for site (e.g., groundwater studies)		
Risk evaluation/endangerment assessments and underlying documentation		
Correspondence with PRPs regarding any aspect of the removal action		
Data submitted by the public, including PRPs		
Guidance documents		
Documents showing public involvement: community relations plan, newspaper and other public notices, documents sent to persons on the community relations mailing list, community relations mailing list, documentation of public meetings, public comments, responses to significant comments		
Parts of administrative orders or consent decrees that are relevant to the selection of the response action		
Affidavits containing relevant factual information not contained elsewhere in the record file		
Notice letters to PRPs		
CERCLA § 104(e) information request letters and CERCLA § 122(e) subpoenas		
Responses to CERCLA § 104(e) information request letters		
RCRA Documents, if applicable		
Documentation of state involvement		
ATSDR documents		
Documents supporting a finding under CERCLA § 106 of imminent and substantial endangerment		